



**CITY OF WICHITA
DEPARTMENT OF PARK AND RECREATION
SPECIAL EVENT APPLICATION**

Date of Application: _____

Name of Event: _____

Date(s) of Event: _____

Time of Event (Include time for set up and breakdown): _____

Location of Event: _____

Event Sponsor: _____

Contact Person: _____

Mailing Address: _____ **Zip Code** _____

E-mail Address: _____

Phone: Business _____ **Home** _____

FAX: Business _____ **Home** _____

Description of Event: *(explain in full detail – attach separate sheets if necessary)* _____

Will Street Closures be necessary? (If yes, describe) _____

Estimated Attendance (Circle one): 1-50 51-100 101-300 301-500 501-1000

If over 1000, please specify _____

Is this event a fundraiser? (If yes, for what organization) _____

(Note: No admission or registration fees are to be collected on park property)

Is event sponsor a nonprofit organization? (Circle one)

Yes

No

(If yes, please attach a copy of your Organization's 501 © (3) status)

Please provide the following:

1. Site Map

A Site Plan/Map and Event Notice must be attached. The Site Plan/Map shall include: (1) barricade locations; (2) vendor locations; (3) portable restroom locations; (4) trash receptacle locations; (5) streets requested for closure; (6) tent locations.

2. Security Plan

Security requirements will be determined in coordination with the Wichita Police Department's "Guidelines for Estimating Crowd Control Workforce." Event sponsor will be required to hire off-duty Wichita Police Officers in addition to any other security the promoter provides on the event site. Approval by Police Department is required prior to proceeding with other event arrangements. Please attach a copy of your security plan.

3. Traffic flow plan

Please attach the plan or include as a part of the site plan/map. Should include route for parade, run/walk, or any other request impacting the flow of traffic. Barricades may be available from Park Maintenance at 337-9225.

4. Trash Receptacles

The Department of Park and Recreation will provide extra trash containers for events where participation is expected to be fewer than 1,000. For events of over 1,000 participants, sponsor must arrange for a dumpster and provide this department with the following:

Name of company providing dumpster _____ Phone _____

Date dumpster will be placed _____ Date for removal _____

Location of dumpster for event (Please indicate on the Site Map) Dumpster must be removed from event site by the Monday following the completion of the event.

5. Certificate of Liability Insurance

Liability insurance in the amount of \$500,000 is required for this event. Attach the sponsor's insurance certificate with this application.

Insurance Company/Provider: _____

6. Portable Restrooms (Based on requirement of 1 for every 100 people)

1 in 5 restrooms must be ADA accessible. Portable restrooms may be placed 1 day prior to the event, and must be removed from the site within 24 hours of the end of the event.

Provider: _____ Phone _____

Date restrooms will be placed _____ Date to be removed _____

Location of restrooms for event (Indicate on the Site Map)

7. Clean-up Plan

Explain how you will ensure that all debris is properly disposed of, how all equipment brought in for the event is to be removed, and how the park and/or facility will be restored to "as good or better" condition than it was prior to the event.

8. Permit or License

Event sponsor is required to obtain all permits, licenses and certificates and pay any fees required by the City or State. Event sponsor will be responsible for compliance with beer and liquor laws (special event licenses) as well as all other laws and ordinances that pertain to City and Park regulations.

<u>Permit/License</u>	<u>Issuing Office</u>	<u>Phone</u>
Tents (number and size)	Office of Central Inspection (7 th Floor)	268-4461
Banners/signs	Office of Central Inspection (7 th Floor)	268-4461
❖ Vendors/Stand Permits	Office of Central Inspection (7 th Floor)	268-4461
Carnival	License Office (12 th Floor)	268-4553
Beer/Liquor	License Office (12 th Floor)	268-4553
Fireworks	License Office (12 th Floor)	268-4553
Parade	License Office (12 th Floor)	268-4553

9. Electrical Requirements

List electrical requirements for your event below. (Electricity is not available in some areas.)

Voltage: 120_____ or 240_____

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- ❖ All vendors are required to provide Pepsi products ONLY. A list of approved products is available at the Park and Recreation Office.

PLEASE RETURN APPLICATION TO:

**Department of Park and Recreation
455 North Main, 11th Floor
Wichita, KS 67202**